


# FLORIDA HIGHWAY PATROL

## POLICY MANUAL

	<b>SUBJECT</b> WRITTEN DIRECTIVES	<b>POLICY NUMBER</b> 1.01
		<b>ISSUE DATE</b> 02/01/96
	<b>APPLICABLE CALEA STANDARDS</b> 1.3.12, 12.2.1, 12.2.2, 26.1.3	<b>REVISION DATE</b> 01/15/08
		<b>TOTAL PAGES</b> 9

### 1.01.01 PURPOSE

To standardize procedures for creating, revising, promulgating, and disseminating written directives for the Florida Highway Patrol.

### 1.01.02 AUTHORITY

This manual is an official publication of the Florida Highway Patrol. It is issued pursuant to authority granted to the Division Director under the provisions of Chapter 321, Florida Statutes, and it contains policies, procedures, regulations and general orders designed to provide direction and guidance to employees in the performance of their official duties. Violation of directives contained in this manual shall constitute grounds for disciplinary action.

The Florida Highway Patrol Policy Manual is a public record, as defined in Chapter 119, Florida Statutes, and may be reviewed at any reasonable time, under reasonable conditions, and under the supervision of a Division representative at any station or headquarters facility. Compliance with DHSMV Management Manual Policy Number #9.03 is required for dissemination of copies of this manual, or any portion thereof, to members of the public.

### 1.01.03 POLICY

It is the policy of the Florida Highway Patrol to convey guidance to its personnel through written directives, which shall include a series of rules, regulations and orders, reflecting the policies and procedures to which the Division subscribes.

### 1.01.04 DEFINITIONS

- A. **ACCREDITATION AND POLICY UNIT** - A component of the Director's staff which is charged with the responsibility for administration of the Division's policy manual, for coordinating policy development and for ensuring compliance with accreditation standards.
- B. **ADDENDUM** - A supplement or appendix to a written directive which is issued to separate policy and procedural components into sub-divisions or to provide supplementary information, such as maps, charts, forms, samples or lists.

- C. **AUTHORITY** - A citation from an accepted source of expert information or legal authority or from a source with the power to sanction.
- D. **DEFINITION(s)** - A statement of the meaning of a term used in a written directive, the understanding of which is essential for correct interpretation of the directive.
- E. **DEPARTMENT** - The Department of Highway Safety and Motor Vehicles.
- F. **DIRECTOR** - The Chief Executive Officer of the Florida Highway Patrol.
- G. **DIVISION** - The Division of Florida Highway Patrol.
- H. **GENERAL ORDER** - A permanent written directive concerned with policy, rules and procedures affecting more than one component of the Division.
- I. **MEMBER** - Sworn officer of the Florida Highway Patrol.
- J. **NON-SWORN PERSONNEL** - Civilian employees of the Division who have not been afforded police powers.
- K. **NOTICE** - An informal written directive that may or may not convey an order. A notice is generally used to clarify, inform, or inquire, and it is issued to disseminate self-canceling instructions or to assure receipt of appended material.
- L. **OBJECTIVE(s)** - A statement of the goals to be achieved through implementation of the written directive.
- M. **POLICY** - The portion of a written directive which sets forth a broad statement of Division principles; it provides direction and the framework for development of procedures and rules.
- N. **PROCEDURES** - Guidelines for carrying out Division activities. Procedures offer a general description defining a course of action, whereas rules and regulations outline specific steps to be taken.
- O. **PURPOSE** - A statement of intention; the reason for the written directive.
- P. **RESPONSIBILITIES** - The section of a written directive which defines specific duties that personnel and/or organizational components are assigned to carry out in order to attain the stated objective(s).
- Q. **REGULATIONS** - Specific portions of written directives from which no deviation is permitted.
- R. **SPECIAL ORDER** - A written directive affecting only a specific segment of the organization, or a statement of policy or procedure regarding a specific circumstance or event of a temporary nature. A quantity of special orders relating to a single function within the organization may be collected into a Specialty Manual.

- S. **WRITTEN DIRECTIVE** - A written document used to guide or affect the performance or conduct of agency personnel. The term encompasses policies, procedures, rules and regulations, general orders, special orders and notices. Training materials, instructional materials, checklists and other printed material may constitute written directives when so designated by the appropriate authority.

**1.01.05 OBJECTIVES**

- A. To standardize the format for written directives and to provide a mechanism which will facilitate their storage and retrieval.
- B. To ensure timely distribution of written directives to affected components and personnel and to obtain an acknowledgment of their receipt.
- C. To acquaint Division personnel with the duties, obligations, expectations and constraints attendant with the position they hold.
- D. To provide a system for the review, revision, expiration or cancellation of directives.

**1.01.06 RESPONSIBILITIES**

- A. Authority to issue, modify or approve Florida Highway Patrol written directives is vested in the Director.
- B. Authority to promulgate or amend troop, district, bureau, section, or unit written directives may be delegated to appropriate command personnel by the Director and the Executive Staff.
- C. Administration of Florida Highway Patrol directives contained in this manual shall be vested in the Accreditation and Policy Unit, which shall ensure that their content is audited/updated annually and that directives comply with the provisions of Florida Statutes, accreditation standards and organizational needs. The Accreditation and Policy Unit will maintain a cross-reference, listing accreditation standards and corresponding Division manual entries that demonstrate FHP compliance.
- D. Specialty manuals shall be administered by the originating component. Each such manual shall be audited/updated each year, and a copy shall be filed with the Accreditation and Policy Unit.
- E. All personnel employed by the Florida Highway Patrol are required to comply with the provisions of directives issued by the Division or by the Department of Highway Safety and Motor Vehicles, including any applicable specialty manuals. Copies of manuals needed to perform a given function will be maintained in a secure location within each work area and shall be accessible to personnel whose activities are guided by their content.

## **1.01.07 PROCEDURES**

- A. DESCRIPTION - The Florida Highway Patrol Policy Manual is organized by sequentially numbered chapters in a 3-ring, loose-leaf binder. General subject matter can be located by consulting the Table of Contents in the front of the manual. A more specific topical index can be found in the back of the manual. This manual and all other Division (Specialty) Manuals shall be prepared in accordance with the format specified in this directive and it shall contain each of the components referenced below:
1. FOREWORD - Each Division manual may contain an introductory letter or foreword from the Director.
  2. TABLE OF CONTENTS
  3. DIRECTIVE CHANGE RECORD - A formatted listing of all revisions posted to the manual since its issuance.
  4. ORGANIZATION - The manual shall be composed of a series of chapters, containing one or more directives whose subject matter is interrelated. It shall be indexed using a system that resembles the one used in Florida Statutes.
    - a. 1.00.00 = underlined portion designates chapter number.
    - b. 1.00.00 = underlined portion designates directive number.
    - c. 1.00.00 = underlined portion designates section number within directive.
  5. STANDARD ENTRIES - Each directive shall be composed of a title and the following sections:
    - a. PURPOSE
    - b. AUTHORITY (if applicable)
    - c. POLICY
    - d. DEFINITIONS (if applicable)
    - e. OBJECTIVE(S)
    - f. RESPONSIBILITIES (if applicable)
    - g. PROCEDURES
    - h. REGULATIONS (if applicable)
  6. POLICY TITLE PAGE - Header plates are permissible and shall include the Division name, manual title, policy title, chapter number, issue date, and date of most recent revision. If a header is not used, the Division name shall be centered at the top of the first page at the beginning of

each chapter with the manual name centered on the next line. The following information shall be entered two lines below the manual name with two lines inserted between each of the entries:

- a. Policy number (centered)
  - b. Policy title (centered)
  - c. Issue date (centered)
  - d. Revision date (centered)
7. PAGINATION - Pages in this manual, and in all specialty manuals issued within the Division, shall be numbered sequentially within each chapter and section. Page numbers shall be centered and shall be preceded by notation which identifies the manual in which the policy appears. EXAMPLE: POLICY 12.01-10
- a. "POLICY" identifies the manual.
  - b. "12" denotes the chapter in which the policy appears.
  - c. "01" denotes the policy number.
  - d. "10" is the page number.
8. TOPICAL INDEX - The index shall be appended to the manual immediately behind the final chapter. The content of the index shall be revised annually.
9. REVISION NOTICES - All notices authorizing revisions, additions, and other modification of the content of the manual shall be filed chronologically in a separate portion at the rear of the manual.
- B. ISSUING THE MANUAL - Every employee of the Florida Highway Patrol shall, upon issuance of a copy of this manual, sign an Acknowledgment of Receipt. The referenced form shall be retained by the employee's supervisor for a period of thirty days, during which time the employee shall be required to become familiar with the content of the manual and shall be afforded opportunities to receive an explanation of entries contained in the manual. Thereafter, the employee shall be required to complete and sign the portion of the Acknowledgment of Receipt Form, indicating that he/she has read and understands the manual. Completed forms will then be forwarded by Troop Commanders or other supervisory personnel via the chain of command to the Bureau of Personnel Services to be housed in the employee's master personnel file. Copies of the form are to be retained at the troop level and filed with either the member's supply records or non-sworn personnel records.
1. Each member of the Florida Highway Patrol shall receive a copy of the Division's Policy Manual and other specialty manuals required for the performance of their official duties. Such manuals shall be maintained in

an up-to-date status in the member's normal workplace and shall be available for inspection upon the request of supervisory personnel.

2. Copies of the manual may also be assigned to specific non-sworn personnel when so ordered by command or supervisory officers. A copy of this manual and other relevant publications will be maintained at each Florida Highway Patrol station for use by non-sworn personnel to whom a manual has not been assigned. One copy of this manual shall be maintained in the Communications Room at each Florida Highway Patrol station.
3. All manuals shall be inspected twice each year by supervisory or command personnel in order to ensure that revisions and modifications have been posted and acknowledged. For members, this will normally occur during the required monthly inspection but may take place at any time.

#### C. AMENDMENTS AND RESCISSIONS

1. Written directives will remain in force until rescinded or amended by a subsequent directive.
2. A Division directive may only be amended or rescinded by another written directive. Amendments and addenda to a directive are rescinded when the directive is rescinded.
3. The expressed approval of the Director is required to amend or rescind any directive.
4. Minor revisions to policies may be affected with pen and ink changes. Policies amended in this fashion will be reprinted during annual updating of the manual.
5. Directives, or portions thereof, that require revision will be reprinted and reissued. Revised material will be clearly marked and a notation will be placed on the Policy Title Page indicating the date of the most recent revision.

#### D. DISSEMINATION OF AMENDED POLICIES AND NEW DIRECTIVES

1. Amended policies and new directives will be transmitted to employees attached to a Revision Notice in memorandum format. The referenced notice shall contain instructions regarding the handling of enclosed directives. Once new material and revisions have been placed in the manual, Revision Notices shall be filed in chronological order in the back of the manual.
2. Each employee to whom a manual has been issued shall be accountable for acknowledging receipt of new or amended directives by listing each change on the Directive Change Record, located directly behind the Table of Contents, in the front of the manual. Each such entry shall

include the employee's initials and date, certifying that the employee has read and understands the policy/change.

3. When exigent circumstances prevail, the Director may issue a written directive by Notice Memorandum or other format. If the directive is not self-canceling, the Accreditation and Policy Unit will proceed with staffing and development, as outlined below. Receipt of such material shall be acknowledged on the Directive Change Record and the Notice/message shall be filed in date order with Revision Notices in the back of the manual, pending issuance of a new or amended directive.

#### E. DEVELOPMENT AND STAFFING OF DIRECTIVES

1. All employees of the Florida Highway Patrol are encouraged to submit recommendations for improving operating procedures and amending Division directives. Such recommendations are to be forwarded, without modification, through the chain of command to the Director for consideration.
2. The Accreditation and Policy Unit shall prepare new/revised directives for staffing at the Director's instructions. A copy of the proposal shall subsequently be forwarded to each of the following command personnel or components for review and comment on or before the specified deadline:
  - a. Director.
  - b. All members of the Executive Staff.
  - c. Troop Commanders
  - d. Director, Division of Administrative Services
  - e. Office of General Counsel.
  - f. Bargaining Unit (for directives/amendments that impact terms/conditions of employment).
3. Upon receipt of staffing comments, the Accreditation and Policy Unit will facilitate resolution of any identified conflicts. If subsequent staffing is required, the procedure outlined in "2" above will be repeated.
4. Once conflicts are resolved, the Accreditation and Policy Unit shall prepare the written directive in final format and submit the directive to the Director for signature.
5. The Director and the Executive Staff will determine staffing and signatory provisions for Specialty Manuals, Special Orders and troop, district, section or unit directives. Specialty Manuals employed by the Division include:
  - a. FHP Aviation Unit Operating Manual.

- b. FHP Drug Interdiction Manual.
  - c. FHP Communications Policy/Procedures Manual.
  - d. FHP Criminal Information System Forms Manual.
  - e. FHP Traffic Homicide Investigation Manual.
  - f. FHP Investigation Section Policy Manual.
  - g. FHP Tactical Response Team Manual.
  - h. Field Training Officer Manual
  - i. Sergeant's Field Training Officer Manual.
- 6. Special Orders not contained in any Specialty Manual, as well as troop, district, section, or unit directives, shall be filed in chronological order in a loose leaf binder and maintained in the component that exercises responsibility for compliance with their content.
  - a. Special Orders shall be composed in accordance with the format specified above.
  - b. All Special Orders not contained in a Specialty Manual shall automatically be rescinded 30 days after issuance unless provisions to the contrary are included in the directive by the issuing authority.
  - c. Subordinates who will be held accountable for compliance with the provisions of such Special Orders will be afforded an opportunity to review their content.
- F. DEPARTMENT DIRECTIVES - The Florida Highway Patrol utilizes the following manuals published by the Department of Highway Safety and Motor Vehicles. Compliance with their provisions is mandatory.
  - 1. DHSMV Management Manual.
  - 2. DHSMV Purchasing and Contracts Manual.



## STATEMENT OF ACKNOWLEDGMENT

### FHP POLICY MANUAL

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PRINTED NAME

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PIN/ID

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Peoples First ID Number

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I have received one copy of the revised Florida Highway Patrol Policy Manual (20     ).

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SIGNATURE

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DATE

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I have read the revised Florida Highway Patrol Policy Manual. I understand the revisions, and I have had an opportunity to ask any questions I have about them with a supervisor.

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SIGNATURE

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DATE

ORIGINAL TO GHQ VIA TROOP COMMANDER

Rev. 07/07

ADDENDUM 1.01 - 1